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Texas Annual Conference Chapter of Fellowship of Untied Methodists in Music and Worship Arts By-Laws

1. Name

The name of this organization shall be "The Texas Annual Conference Chapter of the Fellowship of United Methodists in Music and Worship Arts", hereinafter referred to as the Texas Conference Chapter of "The Fellowship" or simply as "The Chapter".

2. Affiliation

The Chapter shall be a chapter of The Fellowship of United Methodists in Music and Worship Arts, hereinafter called "The Fellowship", and shall adhere to its constitution.

3. Purposes and Objectives

The purposes and objectives of the chapter shall be in keeping with those of The Fellowship.

4. Membership

Membership is open to all interested persons. Persons are considered members upon full payment of dues to "The Fellowship". All members of The Fellowship who live within the geographical boundaries of The Texas Annual Conference of The United Methodist Church shall be considered members of the chapter, unless the members makes a request to be in another chapter. Fellowship members outside the geographical boundaries of the chapter may request to be considered a member of the chapter rather than the chapter in which they reside.

5. Membership dues shall be assessed by the national Council of The Fellowship. No additional fees or dues shall be charged to members without the written consent of the Council of The Fellowship.

6. Officers

The officers of The Chapter shall be: President, Vice-President, Secretary/Treasurer and Membership Chairperson.

7. Term of Office

The officers shall be elected for a two year term to begin in odd numbered years at the annual conference meeting. No member shall hold more than one office at a time. The Vice-President may succeed to the office of President. The Secretary/Treasurer and Membership Chairperson may serve two consecutive terms on the council. Officers are ineligible to hold any office for one term after leaving office.

If any officer is unable to complete a term of office, the council may either appoint a replacement or reassign the officer's duties to other members of the council for the remainder of the term.

8. Chapter Council

The Chapter Council consists of the following persons:

President; Vice-President; Secretary/Treasurer; Membership Chairperson;
National Fellowship elected officers and Jurisdictional Representative residing within the
geographical boundaries of the Texas Annual Conference; immediate past President
of the chapter.

The council shall meet at least once a year at the discretion of the president to conduct the business of the chapter. A majority of the council shall be considered a quorum.

9. Standing Committees

The Standing Committees shall be:

1. By-Law Committee
2. Finance Committee
3. Planning Committee

10. Duties of Committees

A. The By-Law Committee shall consist of at least two members of the chapter who shall be chosen by the president. They shall recommend to the chapter any amendments to the "By-Laws". Notice of the recommended amendments shall be mailed to each member of the Chapter 30 days before the vote on the recommended amendments.

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B. The Finance Committee shall consist of the Secretary/Treasurer and four other members of the Chapter who shall prepare a budget for each fiscal year. The Chapter Budget shall be approved by a majority of those attending the first Chapter meeting of the fiscal year.

1. The Chapter financial books shall be audited by three members of the Chapter each fiscal year. The report of the auditors shall be filed along with the minutes of the Chapter on or before February 1.

C. The Planning Committee shall consist of at least five Chapter members chosen by the President which shall plan and carry out a workshop at least once a year.

11. Duties of the Officers

A. The duty of the president shall be to preside at all Chapter meetings; appoint chairpersons of Ad Hoc committees; appoint the chairperson of the Nominating Committee. The president shall represent the Chapter at Jurisdictional and National Convocations or see that the Chapter is represented at these.

B. The duty of the Vice-President shall be to assist the President in her/his duties and to preside at Chapter and/or Council meetings in the absence of the President. The Vice-President shall succeed to the office of President.

C. The duty of the Secretary/Treasurer shall record the minutes of the Chapter and Council meetings; receive and deposit chapter dues received from the National Office of The Fellowship and any other Moines of the Chapter; serve as chair-person of the Finance Committee and maintain the funds of the Chapter in any financial institution.

4. The duty of the Membership Chairperson shall be to encourage other persons, not members of The Fellowship, to become active members of the Fellowship and Chapter; encourage those not renewing their members to do so; to assist the Secretary/Treasurer; and to inform members of the Chapter of current new ideas in Music and Worship Arts in the United Methodist Church.

XII. Chapter Meetings

The Chapter shall meet at least one time during the Texas Annual Conference and at least one additional time during the calendar year.

Chapter meetings may be called at the sole discretion of the President upon 14 days advance (written or telephone) notice to the members.

Chapter Council shall meet preceding each Chapter meeting.

Those members of the Chapter present and voting at any chapter meeting shall constitute a quorum.

XIII. Fiscal Year of the Chapter shall be January 1 through December 31 to match that of The Fellowship.

XIV. Nominations and Elections

A nominating committee of three persons will be appointed at the annual conference chapter meeting in each even numbered year. The president shall appoint 2 members and the third member is chosen at the chapter meeting.

This committee shall make one nomination for each office and submit names by mail to the membership prior to May 1 of odd numbered years.

Each candidate shall have been contacted by the nominating committee and shall have expressed a willingness to serve. The committee's duties are accomplished with the installation of new officers.

Elections shall take place at the annual conference chapter meeting in odd-numbered years. The slate of nominations shall be presented. Additional names may be nominated from the floor. The member making the nomination shall have contacted the nominee prior to the meeting and nominee shall have expressed a willingness to serve.

A simple majority of all votes for any office shall constitute an election. In case of a tie, the membership will vote again until there is an election. In the case of a tie an additional name for the office in question may be submitted, or a person may withdraw his/her name from consideration.

Officers shall be installed upon election.

XV. Amendments

These By-Laws shall be amended by a two-thirds majority vote of members present at a general meeting of the Chapter or a 2/3 majority vote of returned ballots for a mailed vote. Written notice of the proposed amendments shall be submitted to all chapter members thirty (30) days prior to the vote on the proposed change in the By-Laws.

XVI. Robert's Rules of Order as amended shall govern the procedure of all meetings of the Chapter.

Submitted for approval to The Chapter; October 20, 1996.